Mapping a Network Drive

Before beginning these instructions, you will need to:

- Identify the network path of the folder you are trying to map to.
  - For example: `\fileshare01\Technology Services`
- Verify you have permission to access the folder.

**Note:** If there are questions regarding access, you should address those questions to the person in charge of the folder you are trying to access. That person is typically the department chair or director of that area. If permission needs to be granted to a folder, that request needs to come from the person in charge of the folder.

To map to a network drive, complete the following:

1. Navigate to the Start Menu, select **Computer**.
2. In the Computer window, select **Map network drive**.
3. Specify the **Drive**.
   - **Note:** You should choose a drive letter between K-Z.
4. Specify the **Folder**. Type in the full network path of the folder you wish to map.
5. Check the **Reconnect at logon** box if you will use the mapped drive in the future.
6. Select **Finish**.
After you select Finish, a new window of the folder you just mapped will appear. If you receive an error that the specified path does not exist, you should check and confirm that you have the correct server and folder path.

If you receive an error that you do not have permission to access the folder, you will need to confirm that you should be accessing the folder. You will want to address this question to the person in charge of the folder and they will need to follow up with the Help Desk.